

Multi-Tiered System of Supports Application Form

* Required

* This form will record your name, please fill your name.

Introduction

THIS IS AN OPEN REQUEST FOR INFORMATION ONLY. This application is solely for information and planning purposes – it does not constitute a promise or a commitment to contract in the future. All information submitted in response to this application is voluntary. The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) will create and maintain a list of all eligible applicants. Funding for this application is contingent upon availability of state and/or federal funding. Award amounts per funded eligible applicant is based on the number of students enrolled in each school district. Once funding allows, the ODMHSAS may contact the eligible applicants on the list, in order applications were received, to issue a contract for school-based prevention services.

1. I understand this application is only an open request for information and does not constitute a promise or a commitment from the ODMHSAS to contract for this project. *

☐ Yes

☐ No

Purpose

School-based prevention services are an array of evidence-based programs, policies, and/or practices planned and implemented within the Local Education Agencies (LEAs) to prevent identified risk factors contributing to substance use and mental health problems. As part of the ODMHSAS strategic plan to prevent mental, emotional, and behavioral (MEB) problems, the ODMHSAS will partner with selected Oklahoma LEAs for three (3) years to plan and implement evidence-based, school-based prevention services. The ODMHSAS seeks LEAs to develop a Multi-Tiered System of Support (MTSS) and provide direct school-based prevention services, contingent upon availability of funds. The purpose of this application is to solicit proposals from eligible LEAs for the delivery of school-based primary prevention services in Oklahoma. Under this application, school-based prevention services include planning, coordination and delivery of evidence-informed strategies to students, staff, and families. The aims of the project are to:

- Develop a districtwide, comprehensive MTSS plan with the ODMHSAS.
- Train school staff and educators how to recognize the risk factors and warning signs of developing MEB health problems and how to respond to MEB health crisis.
- Offer learning-focused opportunities for families on student MEB health.
- Decrease stigmatizing attitudes and behaviors related to MEB health.
- Implement evidence-informed primary prevention strategies with students, with substance use risk factor outcomes.

2. I understand this is a 3-year project that requires planning and coordination with the ODMHSAS and delivery of school-based primary prevention services. *

☐ Yes

☐ No

Eligibility

Eligible applicants are Oklahoma Local Education Agencies (LEA), a public board of education or other public authority legally constituted within Oklahoma for either administrative control or direction of, or to perform a service function for K-12th grade students in the state, city, county, township, school district, or other political subdivision including a combination of school districts or counties recognized in Oklahoma as an administrative agency for its public elementary and secondary schools. Eligible LEAs are also those that have completed the 2019-2020 Oklahoma Prevention Needs Assessment (OPNA) with a 60% or greater participation rate or have registered to complete the 2021-2022 OPNA (this project will utilize the results of the district's OPNA for planning of prevention services). Additionally, eligible LEAs should not currently have an existing comprehensive MTSS plan for MEB health.

3. I understand the eligibility requirements of this project and can attest that the LEA applying for this project is eligible *

☐ Yes

☐ No

4. I can attest that the LEA applying for this project does not currently have an existing comprehensive MTSS plan for mental, emotional and behavioral health. *

☐ Yes

☐ No

Funding Amounts

- 1) Funding for this application is contingent upon availability of state and/or federal funding.
 - 2) The ODMHSAS reserves the right to amend funding amounts and/or the number of awards.
 - 3) LEA will be reimbursed on a 1/12th basis, based upon meeting defined performance and reporting benchmarks for the 12-month contract period. Benchmark measures will be provided upon award and must be submitted with monthly invoice. Satisfactory completion of benchmarks will be verified prior to invoice approval to ensure supplier is on track for meeting contract requirements.
 - 4) Funds shall be used to support primary prevention services, include program material expenses, personnel for planning and coordination, service delivery, reporting, and evaluation. LEA agrees to provide school-based primary prevention services within their district, as a condition of contract award and irrespective of the availability of funding pursuant to the contract. LEA must seek and receive the ODMHSAS approval prior to refusing any school-based prevention services to any person or entity meeting eligibility criteria.
 - 5) The contract may compensate for Performance Based Payments for achievement of defined outcomes. Pay structure and performance measures will be defined by the ODMHSAS and commence based on availability of funds.
5. I understand the funding requirements of this project and will commit to utilizing the funds to support primary prevention services if awarded. *

☐ Yes

☐ No

Expectations/Requirements

1) LEA shall recruit, hire and maintain a minimum of one (1) full-time equivalency (FTE) Prevention Program Coordinator, who must dedicate 100% of their time to this contract and be hired or designated by a defined commencement date. The LEA's Prevention Program Coordinator and other staff (contracted or employed) shall have the knowledge and experience necessary in planning and implementing professional prevention education services. The Prevention Program Coordinator shall have a minimum of one (1) year of prevention, behavioral health, or public health experience and preference may be given to those who are Certified Prevention Specialists (CPS). The Prevention Program Coordinator shall complete Substance Abuse Prevention Skills Training (SAPST) and other training recommended by the ODMHSAS within 6 months of employment.

2) All persons providing services under this project shall require knowledge and application of public health-based approaches to preventing the development of behavioral health problems. Supplier shall require all persons providing services under this contract to demonstrate well-trained, customer-service oriented skills and shall have prior experience in delivering educational services. The Prevention Program Coordinator and other staff funded under this contract shall be capable of delivering school-based primary behavioral health and substance abuse prevention services across multiple systems and/or be matched to sectors for which they have experience, including state/local government, public and private nonprofit entities, local community coalitions, or other sectors. All persons providing services under this contract shall complete required training defined by the ODMHSAS prior to delivering services.

3) LEA is expected to adhere to the ODMHSAS Prevention Service Standards.

(<https://oklahoma.gov/content/dam/ok/en/odmhsas/documents/prevention/ODMHSAS-Prevention-Plan-2021.pdf> (<https://oklahoma.gov/content/dam/ok/en/odmhsas/documents/prevention/ODMHSAS-Prevention-Plan-2021.pdf>))

4) LEAs receiving project funds are expected to meet the ODMHSAS requirements of SAMHSA's CSAP six (6) primary prevention strategies: Community Based Processes, Environmental Strategy, Information Dissemination/Communication Strategy, Prevention Education, Alternative Drug Free Activities, Problem Identification and Referral.

5) Funds shall be used to support primary prevention services, which may include program material expenses, personnel for planning and coordination, service delivery, reporting, and evaluation. LEA agrees to provide school-based primary prevention services within their district, as a condition of contract award and irrespective of the availability of funding pursuant to the contract. LEA must seek and receive the ODMHSAS approval prior to refusing any school-based prevention services to any person or entity meeting eligibility criteria. LEA must seek the ODMHSAS approval prior to subcontracting for delivery of school-based prevention services.

6. I understand the project requirements and expectations of this project and will commit to fulfilling these requirements if awarded. *

☐ Yes

☐ No

Scope of Work

The ODMHSAS will provide direct support to the awardee to fulfill the requirements of the contract. However, the awardee is viewed as the primary deliverer of guidance and expertise to their school sites and school district.

School-Based Prevention Education and Skill Development:

- 1) Coordinate and deliver school-based behavioral health and substance abuse primary prevention services to the schools within the district for the duration of the contract period.
- 2) In order to meet the school-based prevention program standards and ensure social-emotional learning (SEL) skills based trainings are implemented effectively with fidelity, events are limited based on the guidelines of program developers. Supplier must seek and receive the ODMHSAS approval prior to providing services. Prior approval is also required for use of virtual education modalities.
- 3) Program education and materials shall be offered regularly in English and Spanish, and reasonable accommodations should be made for any other English as Secondary Language Learners.
- 4) LEA is responsible for completing a comprehensive, MTSS work plan and sustainable infrastructure for a continuum of treatment, intervention, and prevention services. The work plan must identify relevant data to prioritize indicators and MEB health needs, outreach and communication plan, assure appropriate geographic spread of education events based on need, including targeted audiences in the school district, and provide technical assistance plan for populations across the school district. Program implementation must be in alignment with the approved plan and budget, including approved dates and timelines, scope, dosage, audience(s), leadership, and other responsible parties.
- 5) LEA shall conduct an annual review of prevention program curriculum and services, and make recommendations for modifications to the ODMHSAS for approval and develop, under appropriate expert consultation, additional school-based prevention services as approved.
- 6) LEA shall ensure that no prevention messages, curricula, programs, strategies, materials, speakers, presentations, sponsorships and/or contracts with entities associated with or receiving funds from tobacco or alcohol industries are used in the delivery of prevention services. Supplier agrees to obtain prior approval from the ODMHSAS for any and all questionable situations. In addition, LEA agrees not to receive funds from said industries.

Scope of Work (Continued)

Capacity Building & Collaboration:

1) LEA shall provide best practice dissemination and technical assistance services to populations across the school district:

- In partnership with the ODMHSAS, review and utilize the Oklahoma Prevention Needs Assessment (OPNA), public health data, and other information sources to identify and prioritize risk factors and behavioral health needs for targeted service delivery.
- Identify three (3) risk factors to target with best-fit, developmentally appropriate and evidence-informed prevention, intervention, and treatment strategies based on behavioral health needs, grade levels, and other contextual issues (i.e. readiness, capacity, and sustainability).
- Improve collaborative partnerships with students, families, school staff and educators, and community agencies that support effective, cross-system coordination to better serve youth.

2) Collaborate with state and/or local government, including CMHCs, private sector and community-based organizations to promote and implement school-based behavioral health services.

Scope of Work (Continued)

Communication:

- 1) Supplier shall utilize materials from program developers and other approved ODMHSAS program materials.
- 2) Supplier shall complete and implement an ODMHSAS-approved communication plan for school-based behavioral health services, including communication with students, families, site-level school staff and educators, and other key stakeholders.
- 3) Supplier shall adhere to and promote a multi-component, evidence-based approach to reducing/preventing mental, emotional, and behavioral health problems.
- 4) Supplier shall maintain documentation of all advocacy and information dissemination activities.
- 5) Supplier shall develop and supply necessary promotional/marketing materials; prior ODMHSAS approval required.

Scope of Work (Continued)

Evaluation and Reporting:

- 1) Required participant pre/post surveys shall be administered and training validation must be reported within 48 hours of the event.
- 2) Supplier shall report all program activities, performance, and evaluation data to the ODMHSAS within 30 days from the previous month.
- 3) Supplier shall participate in all required evaluation activities.

7. I understand each section pertaining to the project's scope of work and will ensure all contract requirements are met *

☐ Yes

☐ No

Key Dates & Contract Period

The following list outlines key dates. Note that not all contract deadlines and project benchmarks are included in this list. The ODMHSAS will provide additional monthly benchmarks once the LEA has been awarded. If awarded, it is preferred that contract period begins July 1st through June 30th, with the option to renew annually for a maximum of three (3) years. However, applicants may submit their applications at anytime throughout the year and contracts may begin no later than 6 months into the current state fiscal year, contingent upon availability of funds. Renewal will be dependent upon the effectiveness of project implementation, successful evaluation participation, meeting the contract requirements, the ODMHSAS need, and the availability of state and/or federal funding.

Key Dates:

Deadline for Applicants to submit Questions - March 15th

Application Deadline for July-June Award - April 1st

Preliminary Award Announcement - May 15th

Initial Meetings with Awarded Applicants - May-June

Contract/Award Start Date - July 1st

8. Please indicate preference of contract start date:

☐ July 1

☐ December 1

Review Criteria

Applications will be reviewed according to the ODMHSAS protocols. Solicitations meeting the minimum qualifications and all material requirements of the application will be evaluated based on the following best value criteria:

- 1) Contact information including name, address, telephone number of applicant's organization, position title and signature of the responsible project coordinator (if applicable).
- 2) Applicant's understanding of need for school-based prevention programs in school districts.
- 3) Applicant's understanding of evidence-based strategies and services by using a Multi-Tiered System of Supports model.
- 4) Applicant's understanding and experience with planning in the Oklahoma K-12 public school education system.
- 5) Applicant's experience in coordinating and implementing evidence-based strategies in school settings among youth and adults (e.g. SEL programs for staff and educators).
- 6) Applicant's description of a plan for meeting required components related to Needs Assessment, Capacity Building, Strategic Planning, Implementation, and Evaluation.
- 7) Any letters of support/commitment (optional but preference may be given to applicants with letters of support/commitment).

Application for School-Based Prevention Services

In order to fulfill the purpose of this solicitation, the ODMHSAS expects applicants to clearly and concisely respond to each required item highlighting the necessary qualifications and experience required for delivering school-based prevention services.

9. Local Education Agency/School District *

10. Responsible Organization Project Officer *

11. Project Officer Phone Number *

12. Project Officer Email *

13. Project Need Statement *

Using the district's most recent OPNA report, describe the district's understanding and acknowledgment of mental, emotional and behavioral health school-based prevention strategies as best practice. Preference will be given to LEAs utilizing their 2019-2020, 2021-2022 OPNA results and any other school outcome data to identify and describe the need for school-based prevention services in the district.

14. Capacity/Readiness Statement *

Describe SEL and prevention resources and/or programs that are currently active in the school district. Also describe the capability of the district's organization to leverage key community partners and explain the process that will be used to build capacity and mobilize within the community to address mental, emotional and behavioral health needs of students, families, and school staff and educators. Additionally, describe general capacity strengths and weaknesses that exists within the district that may impact the district or school site-level implementation of school-based prevention services.

15. Project Planning and Implementation Statement *

Describe the school district's experience in training and implementing evidence-based prevention services and explain the process that will be used to identify evidence-based policies, programs, and/or practices for this project. Explain the school district's protocol/policy for selecting district-wide evidence-based strategies. Include discussion of cultural relevance, fidelity, and how the LEA will support the school district's planning team in this process.

16. Evaluation/Sustainability *

Describe the abilities to monitor training evaluations, school district and site-level behavior changes, overall evaluation of the programs' effectiveness, and sustainability of the programs/services. Explain the school district's ability to collect and report on the required performance measures/indicators and explain the plan for tracking and reporting the data generated by the project overtime, and utilizing the data in the ongoing project planning, development, and quality assurance.

Letters of Commitment/Support

Preference may be given to applicants who can provide three (3) letters of commitment/support from key stakeholders, demonstrating their experience with the applicant organizations and/or agreement to collaborate on the project. One of the letters must be from the school district's superintendent, committing the school district on completing all required components of the project. Applicant may provide letters of commitment from community partners, securing them as a key stakeholder that will actively participate in conducting and facilitating services across the school district as needed.

SUBMIT LETTERS OF COMMITMENT/SUPPORT TO: Brandi.Gaither@odmhsas.org
(<mailto:Brandi.Gaither@odmhsas.org>).

Application Consent

17. I understand this application is an open request for information. I have reviewed the information provided and have answered all questions to the best of my ability.

☐ Yes

☐ No

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